



540.5.2c DOCUMENTATION TO BE SUBMITTED BY AGENCY OPERATING UNITS

Development experience documents include those documents which describe the planning, design, implementation, evaluation, and results of development assistance activities which are generated during the life cycle of the program or activity. The categories of materials listed in E540.5.2c must be submitted to the PPC/[DEI/DIS] Development Experience Clearinghouse. Agency documentation will change as new management systems are implemented.

E540.5.2c Documentation to be Submitted by Agency Operating Units

The five categories of development experience documentation produced by USAID bureaus, missions, objective teams include, but are not limited to the following categories.

1) Program Policy and Strategy Planning Documents

Policy analyses, country strategic plans, concept and issues papers, and resulting final instruction as prepared for USAID programs and activities.

2) Program Reviews

Reports which define, describe, or analyze USAID programs at regional, country, sector, or issue levels, including Results Review, and Resource Requests (R4s).

3) Development Activity Analyses, Design, and Authorization Documents

Reports which analyze, justify, define, authorize, and/or document a commitment to a USAID development assistance activity, including economic, social, and environmental analysis conducted prior to activity design.

4) Program and Development Activity Performance, Results and Evaluation Reports

USAID reports which document significant evaluation findings, "lessons learned", development results, performance measures, evaluative information and observation, such as mid-term evaluations or final reports.

5) Other Information Products

Graphic, media, and/or electronic information products, tools, and other media produced by the Agency in furtherance of USAID development assistance activities, including graphics, training materials, and CD-ROM products.

Submit online at: **<http://www.dec.org/submit.cfm>**

Submit via mail to: Document Acquisitions
Development Experience Clearinghouse
PPC/DEI/DIS
RRB 6.9-060

Additional information about the document submission process is always available at: **<http://www.dec.org/submit.cfm>**.